

Equipment

This section provides guidance on the steps necessary to purchase, register, track and dispose of equipment.

Definition

Equipment is defined as non-expendable property used to conduct allowable CalFresh Outreach (CFO) activities. The term equipment is used to describe items such as computers, monitors, scanners, printers, DVD players, cameras, calculators, office furniture and other office equipment necessary for contract fulfillment. Equipment shared with other programs must be prorated.

All equipment purchased solely or partially with contract funds belong to the state and may be retrieved upon termination of the contract.

Authority and Guidance

Equipment purchases are normally anticipated expenditures and are detailed in the Annual Budget Detail and allowed by your approved contract.

[Supplemental Nutrition Assistance Program \(SNAP\) Outreach Guidance](#) allows for the purchase of office equipment and gives the State authority to approve equipment costing less than \$5000.

The SNAP Outreach Guidance requires that inventory records be maintained for all equipment paid for (in full, or in part) with Federal funds. Equipment not approved in the CFO contract must be pre-approved by your program analyst (PA) prior to purchasing.

Treatment and disposition of all equipment valued at less than \$5000 per item will be managed in accordance with CDSS property management requirements and procedures. USDA requires a physical inventory every two years.

State guidelines require registration, tagging, tracking and disposition of broken or outdated equipment. To meet state guidelines, each contractor must designate an Equipment Custodian (EC) to be responsible for implementing the procedures listed below.

Documentation and Forms

Pre-Approval for New Equipment Purchases

Request written approval from your PA before purchasing equipment not approved in your CFO contract. Request shall include:

- Narrative justification detailing how the equipment will be used and the impact to CFO
- Quotes from three (3) different vendor

The program analyst will review the request and, if necessary, forward the request to USDA. Requests will be forwarded to USDA if:

- The item costs more than \$5,000
- The item is identified as theft sensitive
- There is a question about the allowability of the requested item

Your PA will contact you if additional information is required. Upon approval, please proceed with the procedure below.

New Equipment Purchases

Notify your PA of an approved equipment purchase by including a copy of the purchase order with the invoice for the month in which the equipment is purchased.

The purchase order must clearly show:

- Delivery or purchase date
- Item description
- Model number
- Serial number
- Price paid

A Property Transaction Record Form [AA 113](#) must accompany the purchase order when submitting an invoice. Complete the following fields:

- Delivery Date
- Item Description
- Model Number
- Serial Number

Your PA will register the purchase with the CDSS Property Unit and will return the AA 113 and corresponding equipment tags to your Equipment Custodian. When you receive this information:

- Affix the bar code to the front right corner (if possible) of the new equipment
- Sign and email a copy of the AA 113 to your PA

The PA will keep a copy of AA 113 and forward a copy to the CDSS Property Unit.

Transfer or Lending of Equipment

If equipment is to be transferred or loaned to another approved CFO contractor, complete the following:

- Notify your PA and complete the Equipment Transfer Notice Form [GEN 377](#) and email a copy to your PA
- Upon approval, the PA will keep a copy and forward a copy to the CDSS Property Unit

Disposal of Broken or Outdated Equipment

If equipment purchased under your CFO contract breaks or is past its useful life, do not dispose of the equipment until instructed to do so by your PA.

- Complete Property Survey Report Form [STD 152](#) and return the form to your PA
- The PA will submit the STD 152 to the CDSS Property Unit
- The Property Unit will submit the STD 152 to Department of General Services (DGS) Surplus Property
- Upon DGS approval, the STD 152 will be returned to the contractor
- Your EC will properly dispose the equipment, sign the certification of disposition, and return the signed STD 152 and property tag(s) to the PA
- The PA will forward the STD 152 and property tag(s) to the CDSS Property Unit

Reporting Stolen, Lost, or Missing Equipment

As soon as your EC is aware of a missing, lost, or stolen item:

- Notify your PA immediately
- Complete a CDSS Incident Report Form [GEN 1311](#) and e-mail a copy of to CDSSADMMSSBSHS@dss.ca.gov and cc your PA
- CDSS will determine next steps and will contact the contractor with additional instruction

Physical Inventory

Physical inventory must take place at the end of each two year contract.

- Your PA will forward to your EC three documents generated by the CDSS Property Unit:
 - Property Database Report—Equipment
 - Property Database Report—Furniture
 - Inventory Add Sheets – Form [AA 113](#)
- Your EC will locate each item on the database reports and check off items as they are found
- Items not found by your EC should remain unchecked
- Equipment and furniture previously missed or that has lost its barcode should be added to the Form AA 113
- Following the inventory, return reports and Form AA 113 to your PA